



Job Posting

	Applications accepted from:	ALL PERSONS INTERESTED
	Job Classification	EXECUTIVE STAFF ANALYST (EXEC LEVEL)
	Posting Number	PN #113156
	Department	HOUSTON POLICE
	Division	OFFICE OF THE CHIEF OF POLICE
	Section	N/A
	Reporting Location	1200 TRAVIS
	Workdays & Hours	MONDAY – FRIDAY, 8:00 A.M. – 4:00 P.M.* *Subject to change

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS
Researches, prepares and presents statistical analysis of quantitative departmental data. Research operational data for cost and other factors to measure impact. Presents data to concerned citizen, neighborhood, and council groups. Interprets administrative policies for impact, and make recommendations. Participates in evaluation and design of workflow, processes and various operations systems.

WORKING CONDITIONS
The position is physically comfortable, the individual has discretion about walking, standing etc.

MINIMUM EDUCATIONAL REQUIREMENTS
Requires a Bachelor's degree in Business Administration, Public Administration or a field directly related to the type of work being performed.

MINIMUM EXPERIENCE REQUIREMENTS
Seven years of professional administrative, financial or analytical experience related to the type of work being performed are required.

MINIMUM LICENSE REQUIREMENTS
None.

PREFERENCES
Preference will be given to applicants with experience in performing duties in a multimillion-dollar large size government agency or a similar size corporate environment.

SELECTION/SKILLS TESTS REQUIRED
None.

SAFETY IMPACT POSITION X Yes No
If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION
Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range – Pay Grade 30
\$1,999.00 - \$2,933.00 Biweekly \$51,974.00 - \$76,258.00 Annually

OPENING DATE September 13, 2006

CLOSING DATE Open Until Filled

APPLICATION PROCEDURES
Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 308-1300. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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